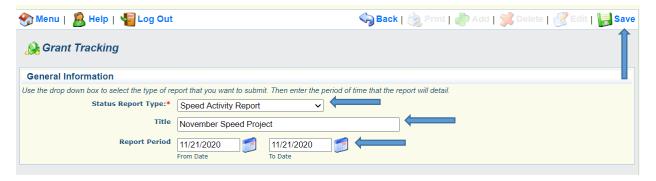
How to submit a **SPEED ACTIVITY REPORT** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on My Grants and then select grant for current fiscal year
- Click on Status Reports
- Click on Add at the top of the page



• Select Speed Activity Report from the Status Report Type drop down menu

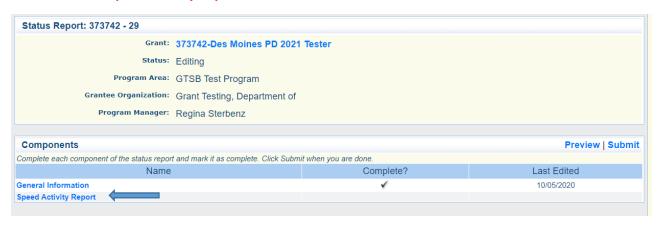


- For the Title Field, enter the month you conducted the project followed by the words "Speed Project"
- Click on the calendar icons to enter the project start and end dates in the Report Period fields
- Click Save in upper right corner

Click Return to Components



Click on Speed Activity Report in the table



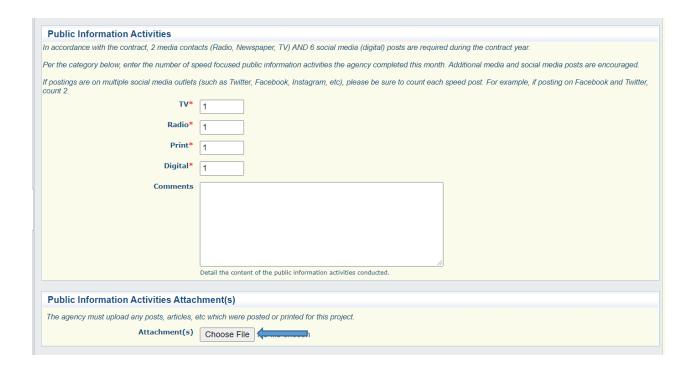
- Select the month in which you conducted your project from the Speed Activity Report drop down menu
- Click on the calendar icon to select the date in which you conducted your project
- Enter your project start and end times
- Enter the total project hours
- Enter the total number of officers participating in the project from the hosting agency. If the host agency had a total of 5 officers working the project, 3 on GTSB OT and 2 on their regular shift helping with the project, the number for this field is 5.
- Answer the required question regarding the project being multi-jurisdictional. If you mark NO
 for the required question, the next two questions will not appear. If you answer YES, proceed to
 answer the next two questions. (See screen shot below)
- The last required question is asking about the total number of GTSB OT you are requesting for your speed project. If we use the example above, that there were a total of 5 officers that worked the project, but only 3 of them were on GTSB OT and worked the entire 4 hour project, the number for this field is 12 hours (3 GTSB OT officers x 4 hour project).

One and Anathority Demand	
Speed Activity Report	
Please select the reporting month	
Speed Activity Report*	November V
Date of Project*	11/21/2020
Project Start time*	2000 Enter the project start time in military hours.
Project End time*	Enter the project end time in military hours.
Total Project Hours*	Enter the total number of hours for the project.
# of Officers Participating - Hosting Agency Only*	5
Is this a multi-jurisdictional project?*	● Yes ○ No ←
Total # of Officers Participating - All Agencies	
Other Agencies Participating	
	These questions will only appear if you answered YES to
	multi-jurisdictional above.
GTSB Speed Enforcement Overtime*	Please enter the number of GTSB Speed Enforcement Overtime hours being requested for reimbursement.

- The next section is where you will be filling in your contacts per category
- To begin, click in the first text field, enter number of contacts for Speed Violations <u>CITATIONS</u> (even if it is zero) and then hit TAB
- Next enter the number of contacts for Speed Violations <u>WARNINGS</u> and then hit TAB
- Repeat this process for Other Traffic Violations and Public Information Activities



- In the Comments section for Public Information Activities, detail the content of the public information activities conducted.
- In the Public Information Activities Attachment(s) section, if there are any articles, posts, etc. to be uploaded, click on Choose File and navigate to your document.



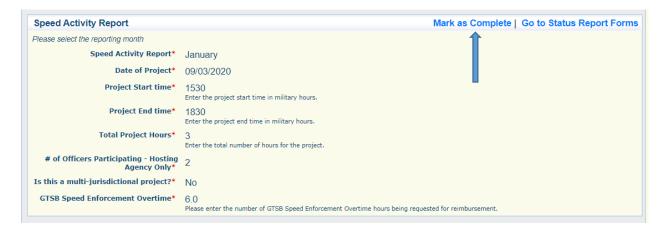
Enter your comments, click on Return to Top,



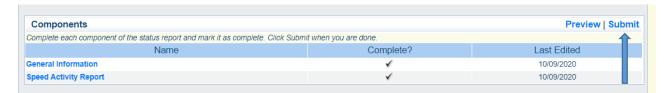
• Click Save,



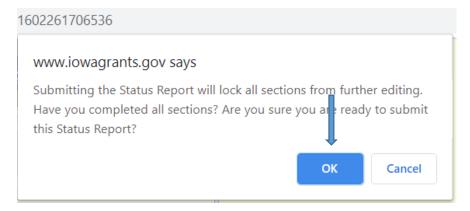
• Click Mark as Complete



Click Submit



If there are no further edits to this form, click OK



Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

